



Request for Public Record

CITY OF ALAMEDA - PLANNING & BUILDING
2263 SANTA CLARA AVENUE, ROOM 190
ALAMEDA, CA 94501
TEL: (510) 747-6800 FAX: (510) 747-6804

I, _____ hereby request:
(PrintName)

(Check Box)

Inspection of the public records listed below.

Copies of the public records listed below.

The public records I want are: (Please fill in author, recipient, date written and subject matter, if known. The more information you provide the easier it will be for us to find the document you are requesting.)

- Every effort will be made to process your request in a timely manner. However, the City has ten (10) days to respond to a request for copies or an inspection of public records. If necessary, an extension of up to ten (10) days may be granted by the City Manager. The custodian of the record must notify you as to the time extension granted to produce the document.
- There is a fee for copies of public records which must be paid before the copies are issued.
- In case the City needs to contact you about your request, you may be reached at:

Address: _____

City: _____ State: _____ Zip: _____

Telephone Number: _____

Signature: _____ Date: _____

For Staff Use Only: (Please indicate what copies were provided, date and amount charged.)
